

# Carbon County RSVP & Volunteer Center

30 East 200 South

Price, Utah 84501

Phone: (435) 636-3204

Fax: (435)636-3203

E-Mail: rebecca.mason@carbon.utah.gov

## RSVP Program - Memorandum Of Understanding

**Purpose & Goal:** The purpose of RSVP is to create meaningful volunteer opportunities for persons fifty-five and older, giving them the opportunity to participate more fully in the life of their communities through service. The mutual goal of RSVP and the Volunteer Station is to provide volunteers with assignments that are both meaningful and satisfying; and which meet the needs of the station and community.

**RSVP Responsibilities:** Recruit, interview, and enroll volunteers into the RSVP Program. Provide orientation to volunteers and familiarize them with the RSVP program. Provide orientation to Station Staff upon request of Volunteer Station. Review volunteer assignments. Refer volunteers to the Volunteer Station for interview and placement. Serve as an advocate for either RSVP volunteers or the Volunteer Station to mediate grievances. Reimburse for mileage for RSVP volunteers' travel to and from the volunteer site (if needed by the volunteer, and if funds are available). Furnish excess automobile, accident, and personal liability insurance to volunteers during the hours they are volunteering, and while they are traveling to and from their volunteer site. Give public and private recognition to volunteers for their efforts.

**Station Responsibilities:** Assure adequate health and safety provisions for the protection of the volunteers. Provide orientation and any special training that is necessary for the volunteer. Provide on site supervision, instruction and written descriptions of duties for volunteers. Request removal, when necessary, of an RSVP volunteer. (The RSVP program may recall an RSVP Volunteer at any time. Discussion of individual separations will occur between RSVP staff, staff at the Volunteer Station and the RSVP Volunteer to clarify the reasons, resolve conflict or to take remedial action). Review and sign volunteer hour and mileage reports monthly. Provide in-kind contributions of meals and/or transportation (to volunteers) whenever possible. Make every effort to ensure that the volunteer site is accessible to all volunteers. Complete a Handicap Accessibility Self-Evaluation Certification, if needed. Not assign volunteers to any assignment that would displace employed workers or impair existing contracts for service. Participate in volunteer recognition events.

**AMENDMENTS TO THIS AGREEMENT MAY BE MADE AT ANY TIME IN WRITING CONCURRENCE OF THE PARTIES HERETO.**

**Volunteer Station** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

**Volunteer Supervisor** \_\_\_\_\_ **Title** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**RSVP Director** Rebecca Mason **Signature** \_\_\_\_\_

**Date** \_\_\_\_\_ **Renewal/Review Date** \_\_\_\_\_